Home Improvement System Guide

November 14, 2019

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Getting Started

Loan lock availability: unavailable before 10 a.m. on the first business day of the quarter.

Silverlight

Silverlight is a "plug-in" for Internet Explorer and is required to use the Loan Commitment System. A best practice is to clear your Silverlight cache once a day before registering your loan in the Commitment System. Use the following steps to complete this process:

1. Click on the Start menu of your Windows Desktop and use the search function to locate the Silverlight program (shown in both screenshots):
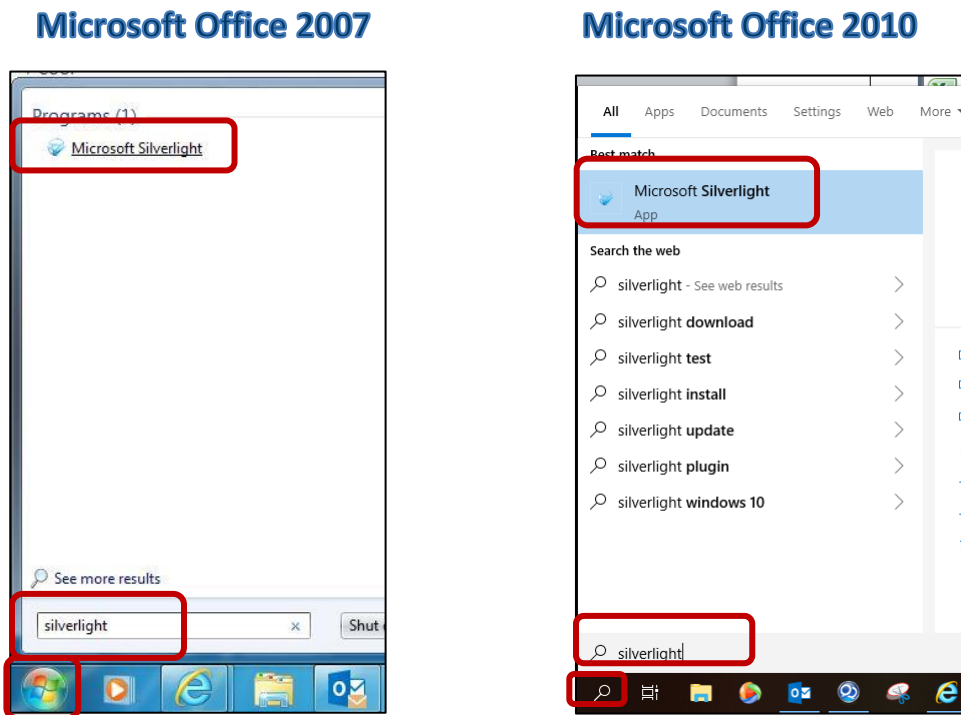
2. The Microsoft Silverlight Configuration Window will appear. Click on Application Storage tab.
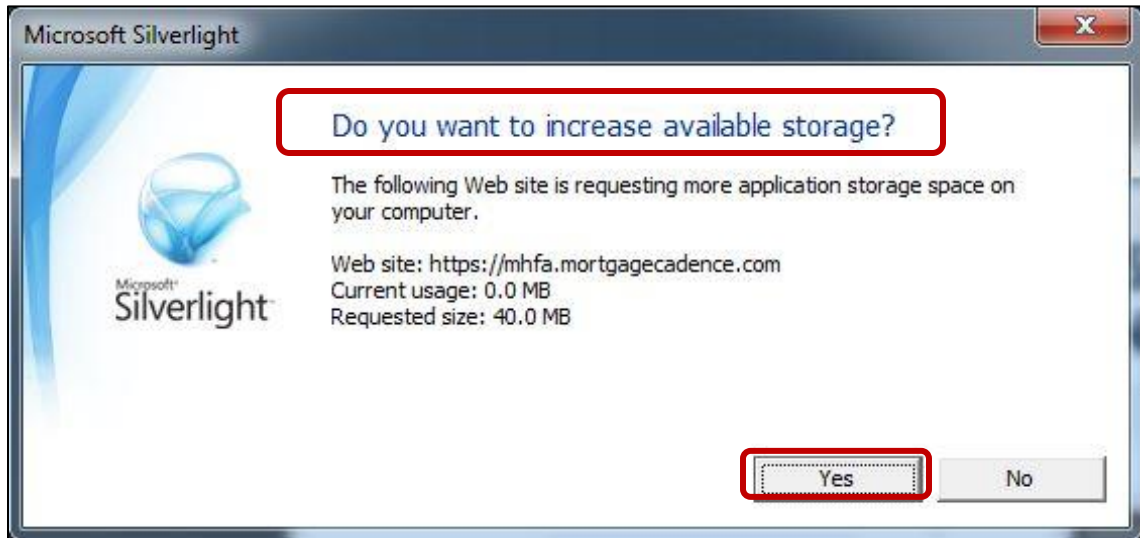3. Click on Delete all then click OK.
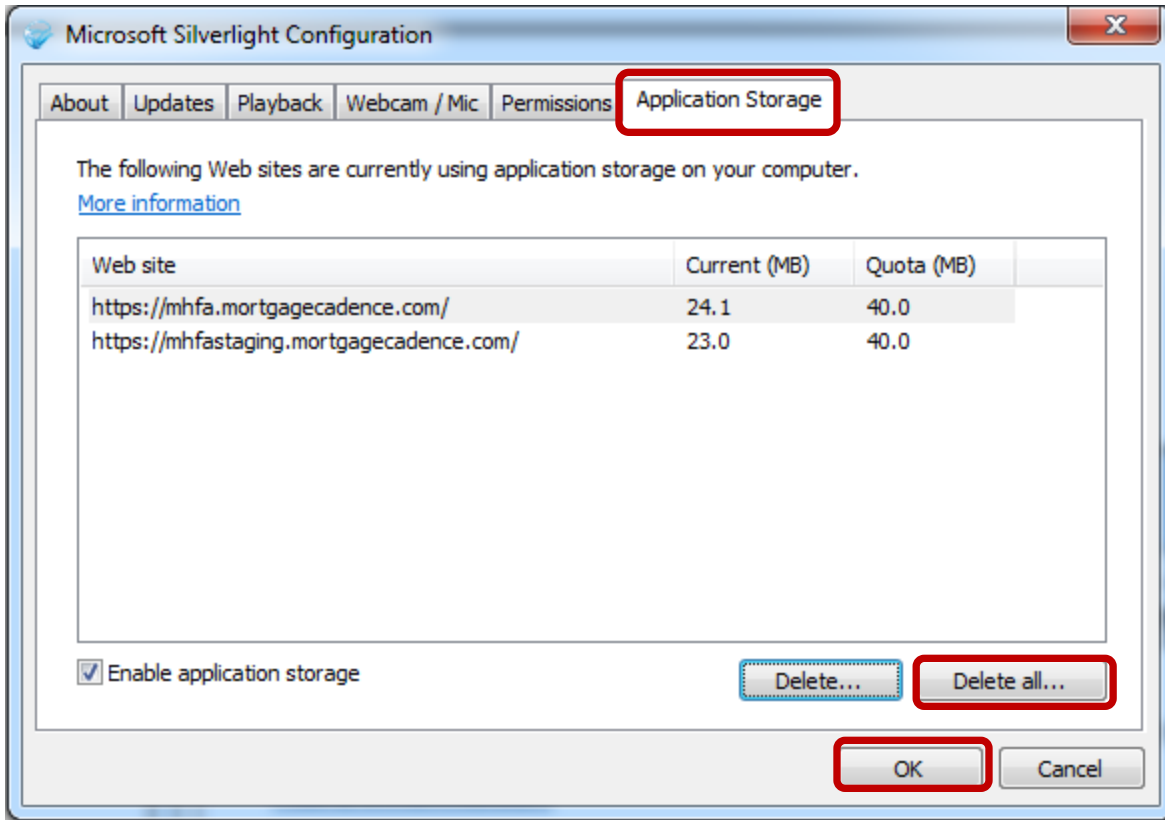
4. A confirmation box will appear, asking if you would like to remove storage for all Web sites. Click Yes.
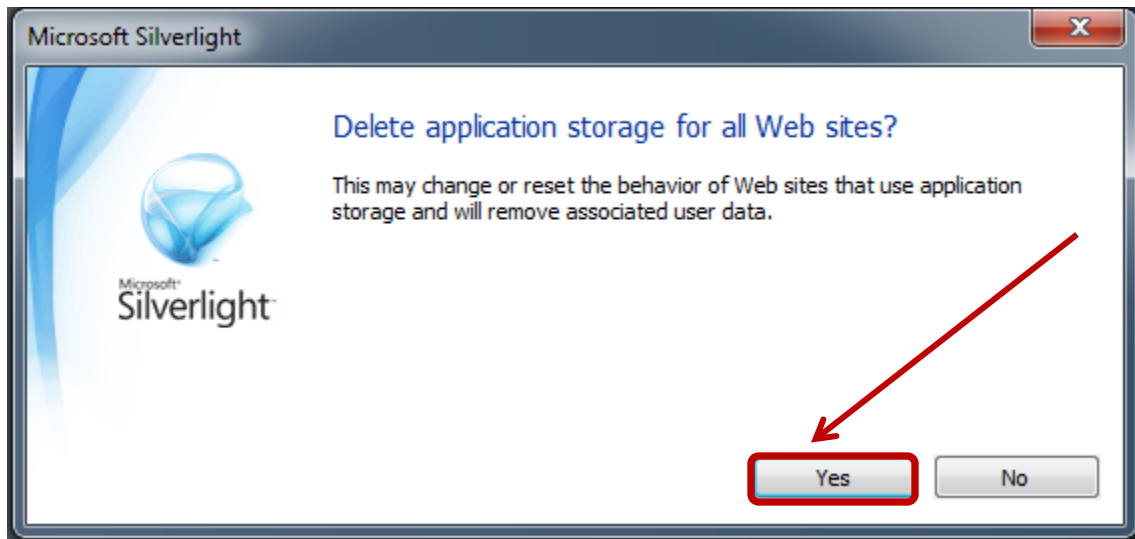
5. Launch the Minnesota Housing Loan Commitment System.

6. Click Yes for "Do you want to increase available storage?"

Uploading a Fannie Mae 1003

You have two ways to enter a loan in the Commitment System. Uploading the 1003 will populate most fields in the Commitment System, but you should review the fields before locking to make sure the information uploaded correctly.

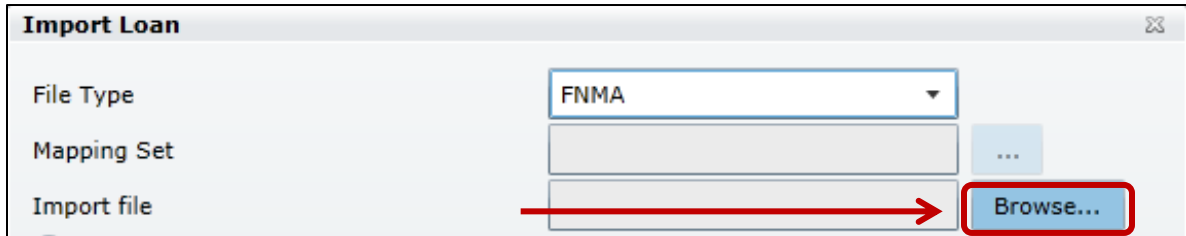**Note:** The Commitment System only works in Internet Explorer

1. Click on the **Import** icon.
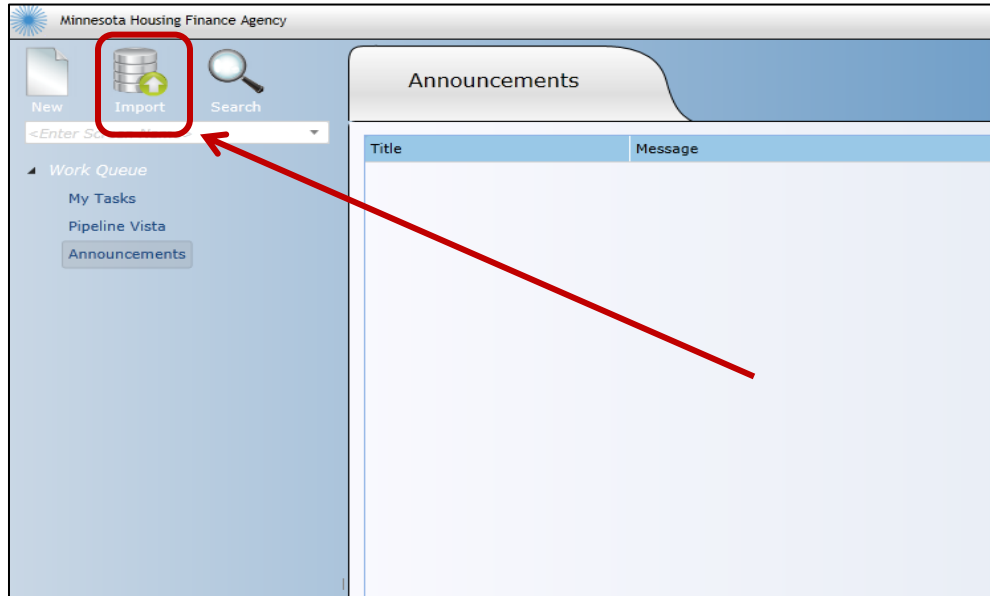
2. The Import Loan pop up window will appear. Click the **File Type** drop down and select **FNMA**.
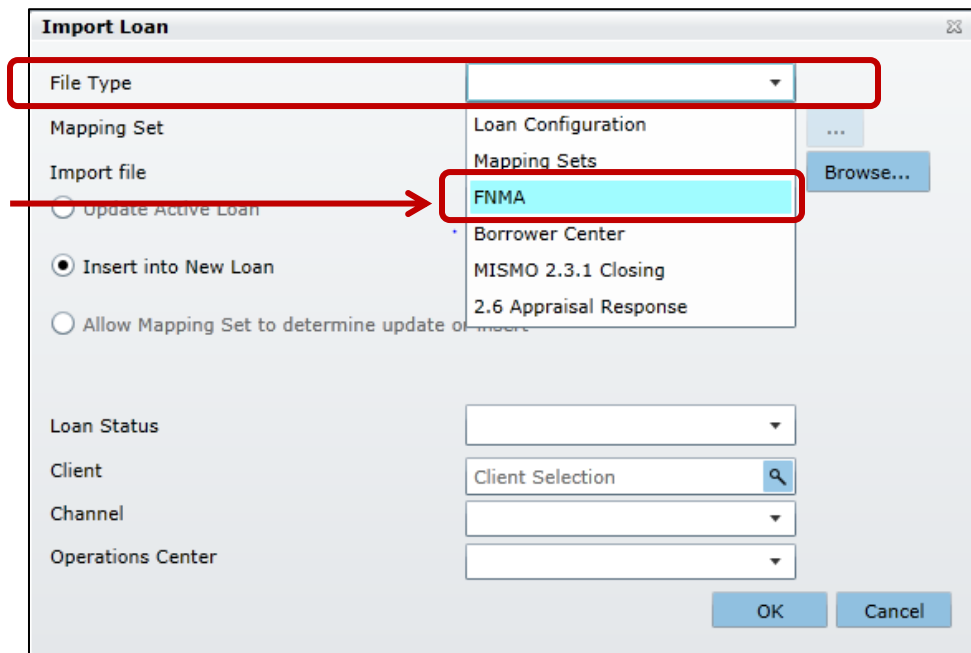
3. Click on **Browse.**

4. Locate the 1003 you want to import.

   Note: Keep the file type as FNMA Import/Export (.fnm). The system *only* accepts .fnm extensions.
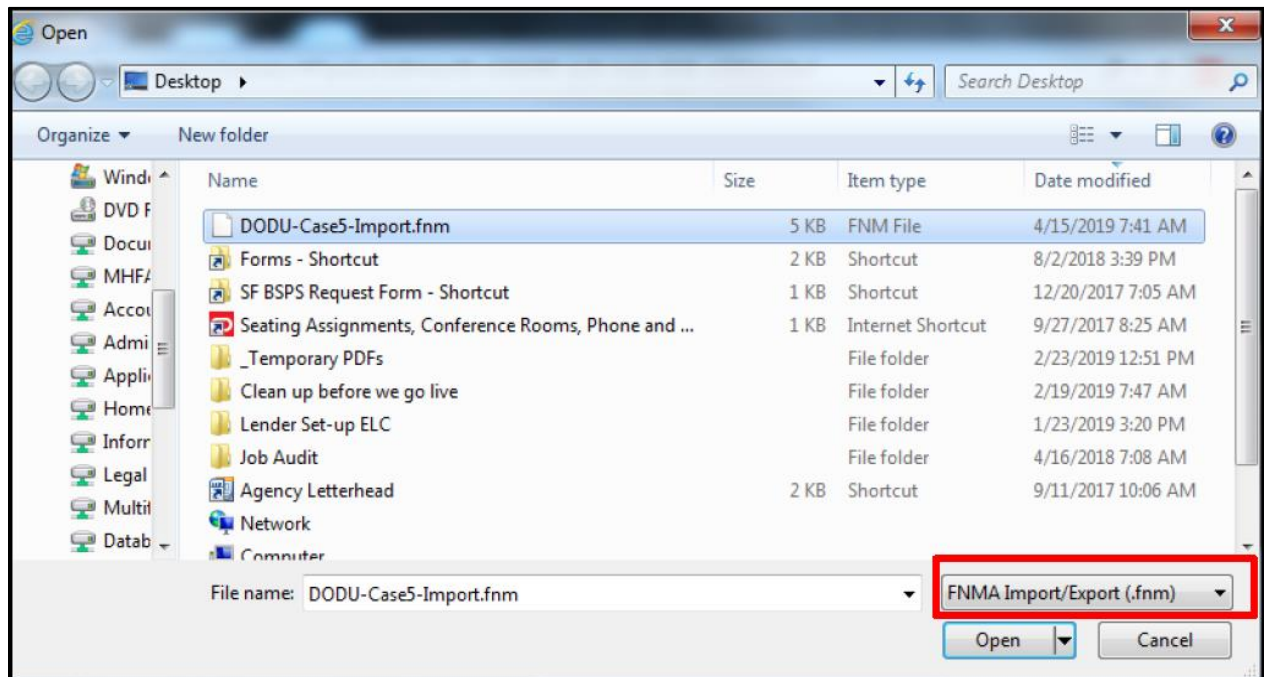
5. Click **Open.**
   - **Complete the remaining fields:**
     o Loan Status (**Select *Registered***)
     o Client/Lender (**Select your company**)
     o Channel (**will automatically be selected based on your company**)
     o Operations Center (Select ***Correspondent Ops Center***)

6. Click **OK**.
   - See Example of filled-in Import Loan screen below:

7. After clicking OK the system will import the file.

8. After the 1003 has been successfully uploaded you will be brought to the **Loan Summary – Homeownership Screen. You will now have a Minnesota Housing Loan number to reference.**

9. Complete the application by clicking on the ellipsis (…) (This launches the Product and Pricing Wizard.)

10. Start by selecting the **Loan Officer's name** from the drop down. Then go through each section by using the **Next** button to complete the following sections: **Borrower Information, Demographic, and Property & Loan Information**. (If you're unable to see the Back and Next buttons please adjust your "zoom" on Internet Explorer. This may be necessary if you're using a laptop.)

New Loan Setup (Manual Loan Entry)

Note: Follow these steps if you prefer to enter all fields into Minnesota Housing's Loan Commitment System manually (not using the 1003 upload).

1. Click on **New** in the upper left corner.
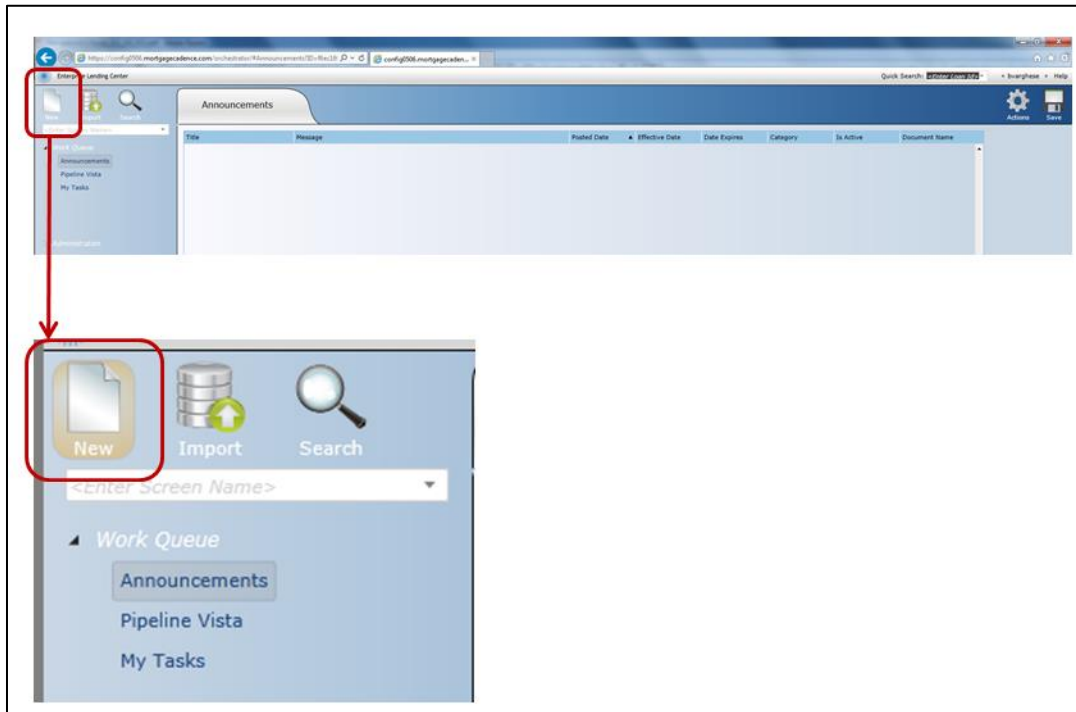
2. Click on the **New Loan** icon.
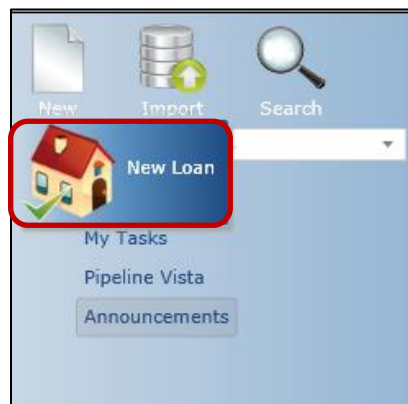
Client Selection

On the Client Selection screen, the following information must be entered:

Client/Branch

- This will auto-populate with the name of the Lending Partner.

Channel

- The drop down will display Minnesota Housing programs in which the Lending Partner participates.
- Select Home Improvement

Ops Center

- Select Correspondent Ops Center

1. **Loan Officer** is a required field and Lender Loan Number is an optional field.

2. To continue, use the **Back** and **Next** buttons on the bottom right of the wizard. If you need to jump to a specific section, you can use the **Wizard Navigation** menu on the left side of the screen.

Borrower Information

- Select **Next** to complete the **Borrower Information** screen:
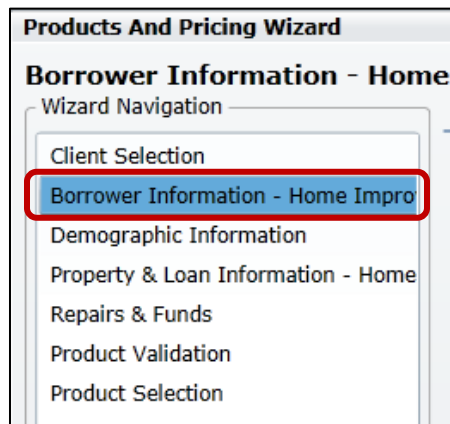
1. Complete the fields on the screen. You must use the scroll bar to scroll down to enter the household size, income and ratios.

Required fields in this section are:

- Borrower First Name
- Borrower Last Name
- Borrower SSN
- Will Occupy Subject Property
- Date of Birth
- Phone Number
- Credit Score
- Calculated Annual Minnesota Housing Eligibility Income Monthly Qualifying Income
- DTI
- Household Size

Tip: When entering dates on the screen, use the **right arrow** or **/** on your keyboard to avoid using the mouse.

2. If there is a cosigner for the loan, place a check in the box checkbox and continue. If checked this will populate an additional field in the menu.

Check this box if there are more than two borrowers. Add an application for those additional borrowers from the loan summary screen. ☐

Are There Cosigners For This Loan? ☐

If using this system to generate Mortgage documents: click here to enter additional interested parties. ☐

Demographic Information
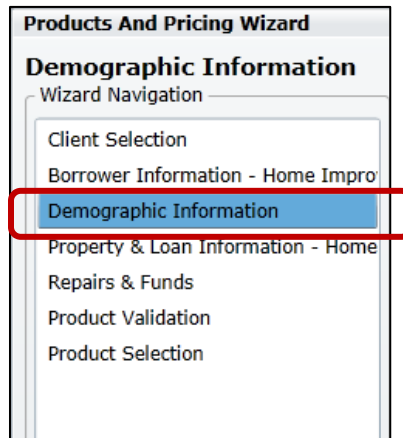
1. Demographic Information is the next screen. All fields in this screen are required (Ethnicity, Sex, and Race).
    - This screen requires scrolling up/down, as well as left/right to navigate.
    - Once all fields are completed, select **Next** to move to the next screen.

- If the cosigner box was selected on the **Borrower Information** screen, the next button will take you to the Cosigner Page.
- If there is no cosigner, the **Next** button will take you to the **Property & Loan Information** screen.

2. Enter the Cosigner information, if applicable:

3. Select **Next** to navigate to the next screen: **Property & Loan Information – Home Improvement.**

Property & Loan Information
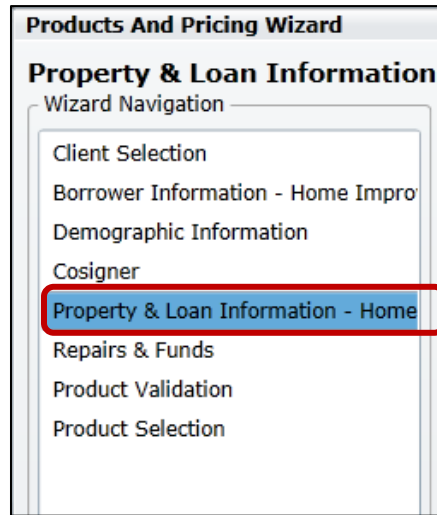
1. Complete the **Property & Loan Information Screen**.
   - The required fields in Subject Property Information are:
     - Property Street
     - Property City
     - Zip Code
     - County
     - State
     - Property Type
     - Number of Units
     - Estate Held In
     - Year Built
   - The required fields under Loan Information are:
     - Program
     - Secured/Unsecured
     - Lien Type
     - Loan Amount
     - Loan Term
     - CLTV
     - Does the First Mortgage Contain a Balloon Payment
     - Is the Property Subject to a Reverse Mortgage
     - Select an option in the ACH field, which may affect loan pricing depending on product

3. Select **Next** to go to the **Repairs and Funds** screen.

Repairs and Funds
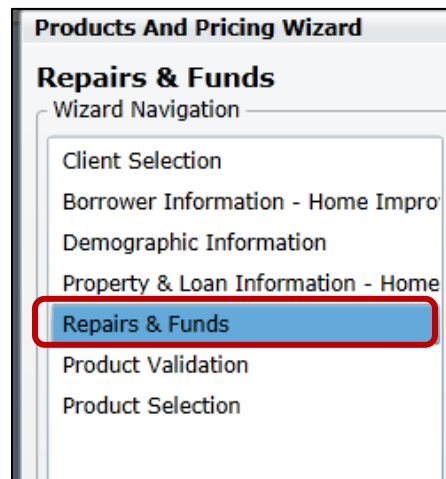
1. The **Repairs & Funds** screen is completed next.

    a) In this section, enter the amount of **Repair Types** and **Cost Breakdown**. The total of these amounts should equal the loan amount plus any supplemental funds.

    b) If you are layering the loan with additional funds, include the type and amount of **Supplemental Funding** in the second column:

Note: Funds type (Borrower contribution, gift, etc.) must equal the **total of supplemental funds** section.

2. Select **Next** to go to the **Product Validation** screen.

Product Validation
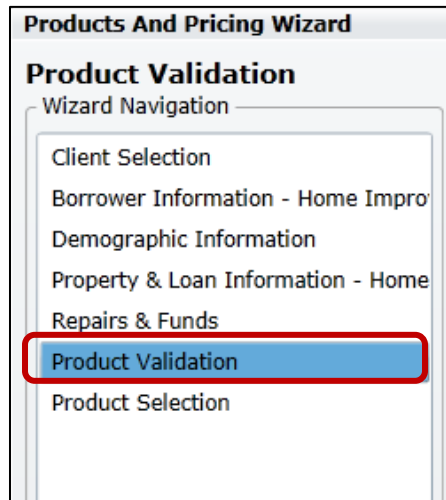
3. In the **Product Validation Screen**, select **60 days** under the lock period column. The Mortgage Type, Term and Rate types will be auto-populated.

4. Click the **Run Eligibility** icon.

o   If all information is entered accurately, a list of valid products will appear.

o   If the validation fails, errors will be listed under the **Invalid Products**. Click the down arrow under the product you are using to view a list of the errors.

o Navigate back to the appropriate screens and correct the information entered. Then click back to **Product Validation** and click the **Run Eligibility** button again. Repeat this process until all errors are cleared.

- Click on **Select** to select a valid product.
- Click on **Save and Exit** to leave the wizard.*

*For Community Fix Up Loans Only

- After selecting a valid Community Fix Up Initiative, click **Select**, then click **Next**.
- You will be brought to the **Interest Rate and Term** page.
  - The product will default to the Community Fix Up initiative selected in the **Product Validation Screen.**
  - Select the correct Buydown Interest Rate (Note Rate) for the Community Fix Up initiative (Note: the Buydown Factor, Buydown Cost, and Current Base Rate will remain grayed out until the user saves the Buydown Interest Rate).

- Click on **Save and Exit** to leave the wizard.
- When exiting the wizard, the landing page will be the **Loan Summary** screen.

- At the top of the screen under the borrower's name, note the Minnesota Housing loan number, loan status (Registered), and lock status (Locked).
- Review the information for accuracy and make any changes, as needed.
- Screen navigation will appear on the left.

Note: A loan cannot be locked and True & Certified on the same day. After the loan has closed, and after the Rescission period (if applicable) has passed, the Lender can True & Certify the loan. For unsecured loans, you must wait until the day after locking to True & Certify.

Order Documents

The Order Documents action enables you to order document packages and forms for a loan.

1. In the **Actions** menu in the upper right corner, select **Order Documents.**
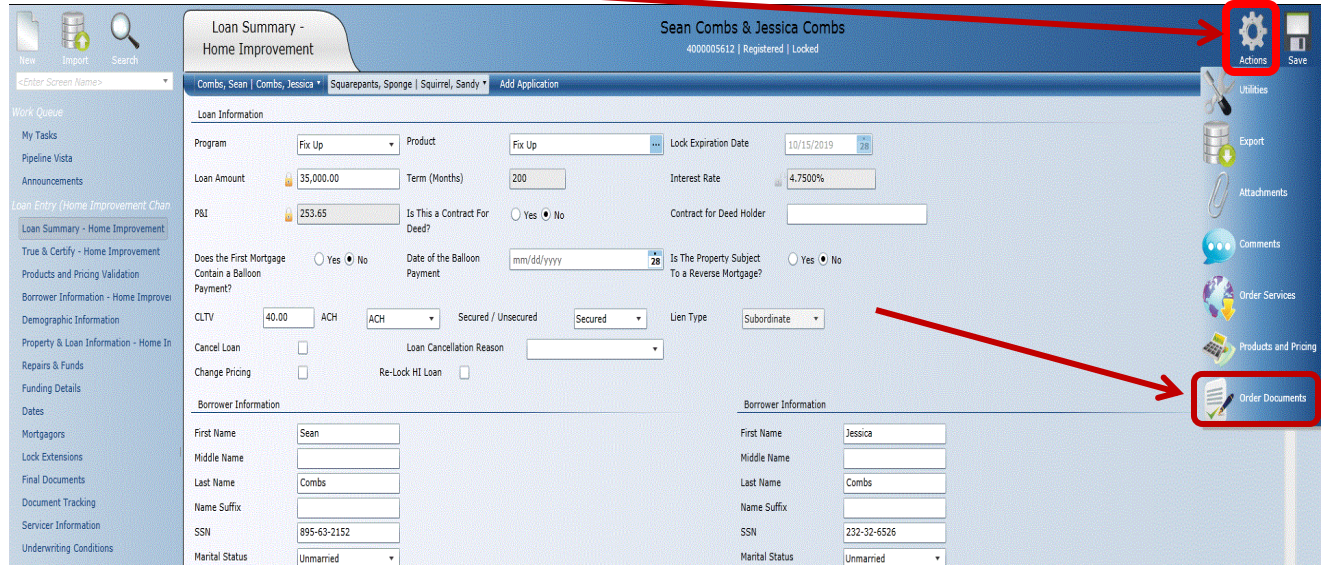
2. The Order Documents dialog displays, as shown below. Click **New.**
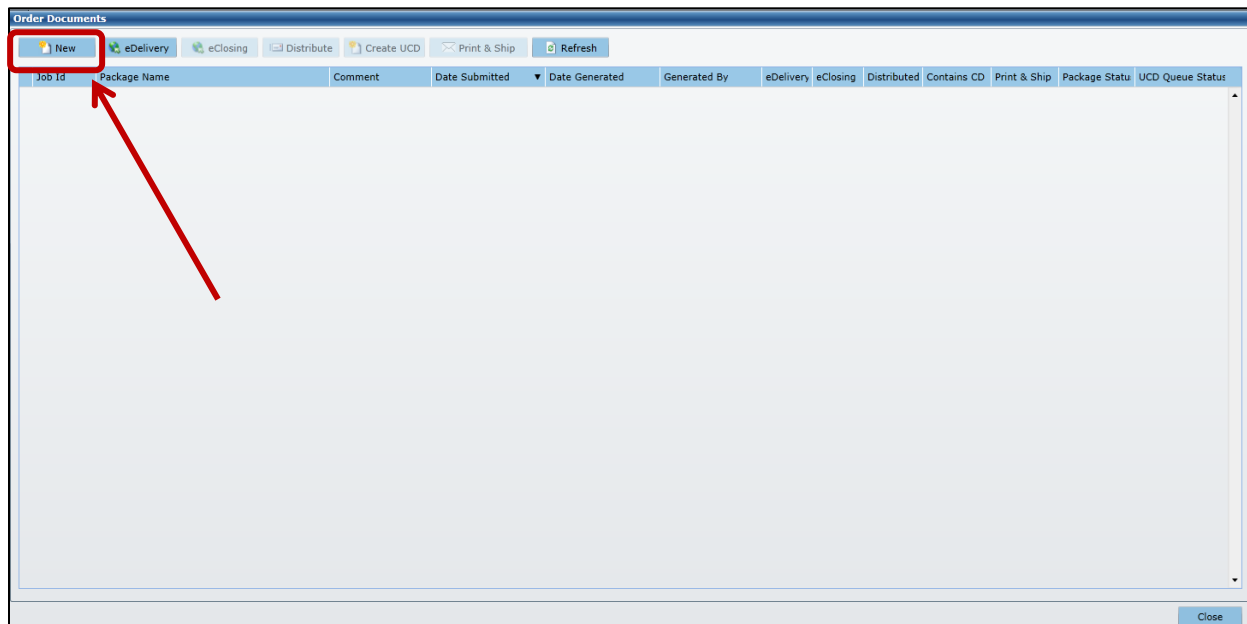
3. The New Document Job Wizard dialog box will appear. Leave Internal document type selected and click **Next**.

4. A dialog box with a list of available documents will appear on the screen. Select the documents you wish to generate and click **Finish**.

5. After clicking Finish, the **Order Documents** dialog box will appear as shown below. Click the Refresh button until the document package and package status states "Complete." Then click the blue title to open or print the documents.

Note: If any updates are made in the Commitment System (ex: change product, change loan amount, etc.), you will need to generate new documents, following this same process listed above, in order to see the changes in your documents.
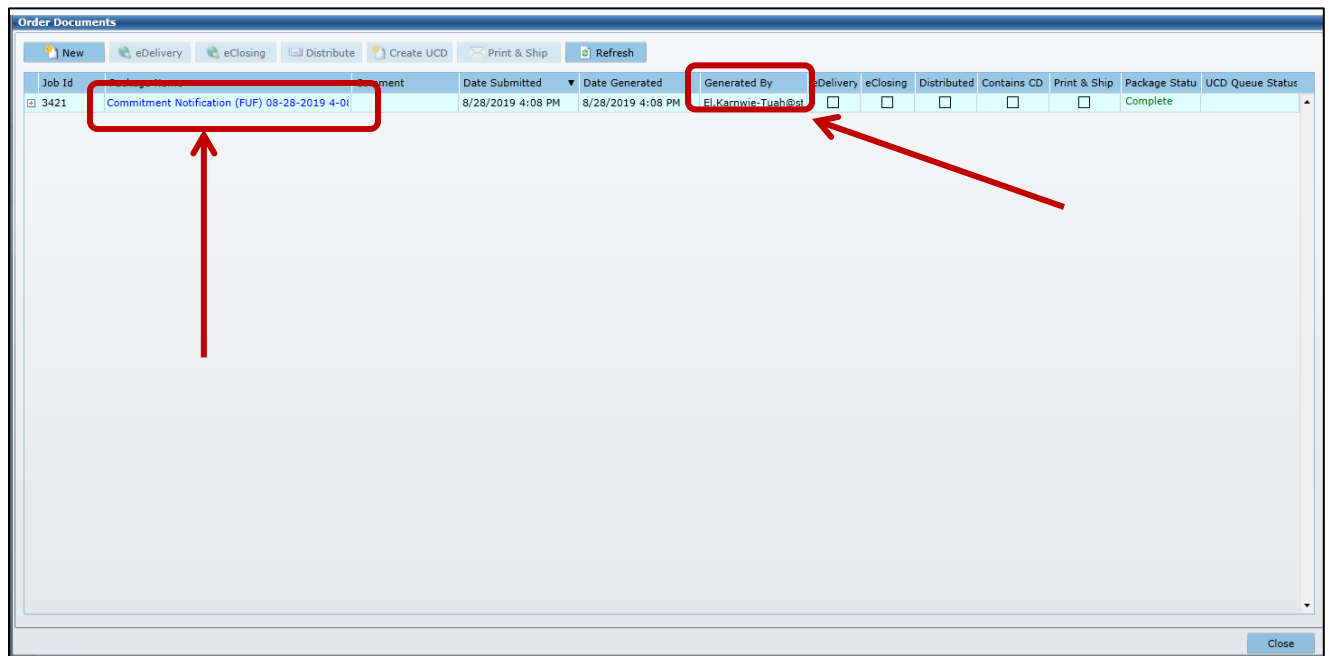
Updating or Changing Pricing on a Locked Loan

This section describes how to change loan pricing when a loan is in a locked status. Some examples of changes that would require a loan to be re-priced:

- Program changes (see page 30)
- Changes in terms
- Lien Type
- Secured/Unsecured
- ACH/Non-ACH

1. Open the loan. (It will always open to the **Loan Summary** screen.)
2. Check the **Change Pricing** box.
3. Click **Save Loan** (Lock Status will switch from Locked to New).

4. Click on the **ellipses** (…) to open the **Product and Pricing Wizard**.

5. Navigate to the **Product & Loan Information – Home Improvement** screen.
6. Update the loan information as applicable (secured to unsecured, ACH to Non-ACH, term, products, etc.)
7. Click on **Next**.

8. Once all updates have been completed, navigate to the **Product Validation** screen**.**
   a) In the Product Validation screen, select the correct term and check 60 days under the lock period column.
   b) Click the Run Eligibility icon.

9. If all information is entered accurately, a list of valid products will appear.
10. If the validation fails, errors will be listed under the Invalid Products. Click the down arrow under the product you are using to view a list of the errors.

- Navigate back to the appropriate screens and correct the information entered. Then click back to Product Validation and click the **Run Eligibility** button again. Repeat this process until all errors are cleared.

- Click on **Select** to select a valid product.
  Click on **Save and Exit** to leave the wizard
11. Check the **Re-Lock HI Loan** box.
12. Click **Save Loan**.

Lock Status is changed to **Locked.**

True & Certify

Note: Before completing the True & Certify process, review all the data fields in the Loan Summary screen for accuracy and update/correct the data where necessary. Best practice is to have the closed loan file in front of you to verify all information entered in system matches the closed loan file. Complete the True & Certify screen *after* the loan has closed. Once this process has been completed you will no longer be able to make any updates. It's important to ensure that all information is accurate before completing the True & Certify process.

1. Click on **True & Certify** on the column on the left side of the screen.

2. Complete the applicable fields:
   - Close Date
   - Rescission Date, for secured loans **(must be 3+ days after close date)**
   - First Payment Date **(must be 20-45 days from note date)**
   - Loan Amount
   - Closed Loan Interest Rate

(Next Payment Date and Maturity Date will auto-populate)

Note: Best practice is to have the closed loan file in front of you to verify all information entered in the system matches the closed loan file.

3. Program eligibility income is pre-populated from what was entered in the system earlier. Verify the eligibility income is correct and update if needed. (**Note**: qualifying income determines program eligibility)

4. After updating the information on the screen, check the **Approve** box (the lender certifies the information entered is correct).

5. Click **Save** in the upper right corner.
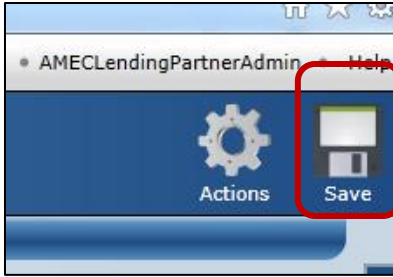
After clicking **Save**, the loan status will change to **Lender Certified**, the True & Certify Date populates, and the User's ID is populated next to Certifier.

Note: After completing the True & Certify process, **you must upload and attach a copy of the closed loan file into the sy**stem. See Attachments section for instructions on uploading documents.

Attachments

Follow the steps below to attach the closed loan file.

1. In the Actions menu, select **Attachments**.

The Attachments dialog displays.
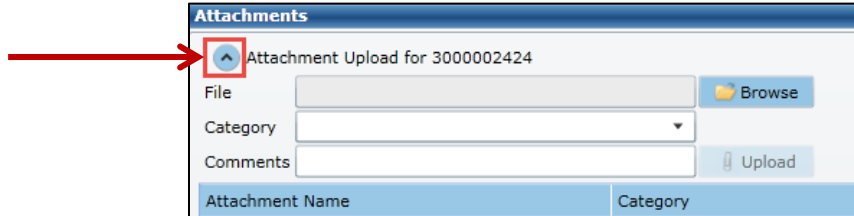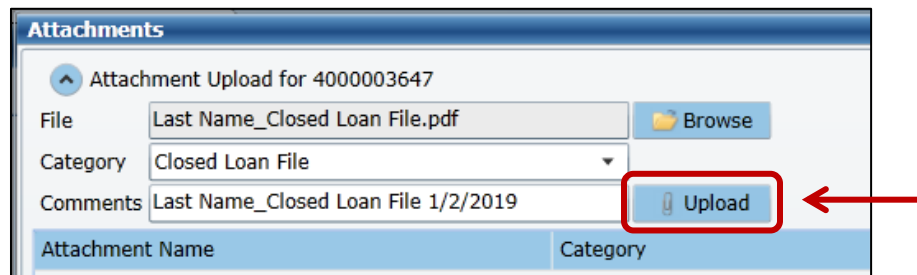
2. Click the Attachments Upload caret, as shown below.
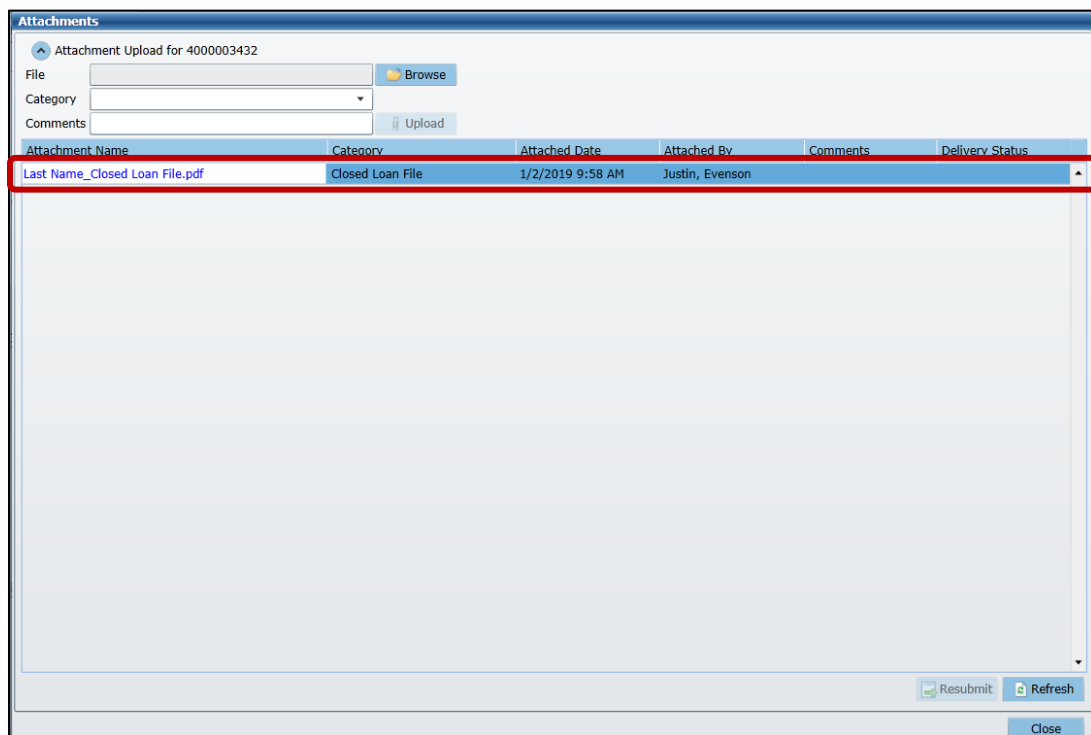
3. Click the **Browse** button to select an attachment.
4. In the **Category** drop-down list, select a category.
5. You can enter a comment in the **Comments** field.
6. Click **Upload**. File will show under the attachments dialog box as shown below.

How to Cancel a Loan

1. Open the loan. (It will always open to the **Loan Summary screen**.)

2. Click the **Cancel Loan** check box.
3. Select a **Loan Cancellation Reason** from the drop-down list.
4. Click the **Save** button to cancel loan.

5. The Loan will be listed as **Cancelled** at the top of the screen.

How to Extend a Rate Lock

1. Open the loan.
2. Navigate to the **Lock Extensions** screen on the left menu.

3. From the drop-down menu, select the length of the lock extension.

4. Check the **Trigger Lock Extension** box and hit **Save**.

5. The loan status will change from Locked to **Lock Extended**.

How to add more than two borrowers to a loan transaction

Note: You can add additional borrowers when you create a loan or later in the process.

1. Open the loan.
2. Click the ellipsis to open the **Wizard**.

3. Navigate to the Borrower Information tab and check the box below to add more than two borrowers to a loan.

4. Click the **Save and Exit** button to create the additional screen to add more borrowers.

5. Click on **Add Application** while on the Loan Summary screen.

6. Click on **No Name** and then click the ellipsis to open the **Wizard**.

You can enter one or two additional borrowers.

Note: You can add up to 8 borrowers

7. Click **Next** to complete the Demographic Information for the additional borrowers and then click **Save and Exit.**

You can see all the borrowers' name across the top of the Loan Summary screen.